

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140081-3  
 REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS-OTR-LS-10

1. TITLE OF REPORT (if a fill-in report include Form No.)  
 WEEKLY REPORT

2. TYPE OF REPORT  
☒ STATISTICAL  
☒ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA  
☐ PERSONNEL ☒ TRAINING  
☐ LOGISTICS ☐ SECURITY  
☐ MEDICAL ☐ FINANCE

ADMIN. GENERAL  
 OTHER (specify)

4. NO. OF COPIES PREPARED  
 3

5. FREQUENCY (weekly, monthly, quarterly, etc.)  
 Weekly

6. DISTRIBUTION (No. of components not number of copies)  
 1

7. FORMAT (memorandum, form computer print-out, etc)  
 Memo

8. ADP PROCESSING  
☐ YES IF YES GIVE ADP PROCESSING NO.  
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT  
 Verbal Authority/DTR

10. PREPARING COMPONENT (include lowest level contributing information to report)  
 IS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  
 3 (Varies in draft form and verbally)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14	11.00		2.00		22.00				
GS-05	3.60		1.00		3.60				
					25.60		x 52		= \$1331.00

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$1,331.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Informs DTR of significant events which occur at the School level.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

MAN-HOURS  
 0  
 DOLLARS  
 0  
 STAT

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

21 September 1970

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DC/LS